



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date October 27, 1972		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed 1-27-73 73-80 FEB 27 1973	
2. Agency Application No. 24		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry Animal Disease Eradication Section (Poultry) 19 Hunter St.S.W., Atlanta, Ga. 30334		4. Person to Contact Dr. James Andrews	
		5. Working Title State Veterinarian		6. Tel. No. 656-3667	
7. ACTION REQUESTED To Amend Application No. 388, Dec 4, 1972 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1960 to Date		9. Exact Series Title Poultry Carcasses Pit Certificate Files			
10. What is the function of the office in which this record series is created? This Section administers the Poultry Carcasses Regulations. (Ga. Laws 1953 - Jan. Feb. Session Page 480). It receives Inspector's Report on Poultry Disposal Facilities on the premises of Poultry Producers; issues Poultry Carcasses Certificates; inspects Poultry Carcasses Disposal Pits; advises Commissioner of Producers who are out of compliance; and revokes certification for causes.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the operation of pits for disposal of poultry carcasses. Included are: Copy of Poultry Carcasses Regulation Certificate. Original Inspection Report of Consolidated Poultry Disposal Pit Inspection Report - No. AG 24-007-023 Files are arranged alphabetically by County ^{and} thereunder by Owner.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				3 1	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
5 X 8 Card Drawer		68	29	This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				2 1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
- Files retained until Poultry Producers goes out of business.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [x] OTHER See Below, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [x] Other: (Specify)

Upon termination of license to do business in Georgia, withdraw license from the active file ~~other~~ and destroy ~~immediately~~.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Elis D. Sikes</i>	Date 1/22/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Elis D. Sikes</i>	1/22/73
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dyer</i>	1-9-73
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll West</i>	2-6-73
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Robert Shell</i>	2-26-73